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DRAFT

Mar 19

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MEMORANDUM FOR: Executive Director-Comptroller
 Deputy Director for Plans
 Deputy Director for Intelligence
 Deputy Director for Science and Technology

SUBJECT : Review of ~~Components~~ Deposits in the Records Center

The records storage problem of the

Agency has become critical. We have 102,000
components will require an expression of your concern for its
cubic feet of records stored. The capacity of the center
is only 150,000 cubic feet. The net growth last year
was 10,000 cubic feet. We have arranged for storage
~~of 25,000 cubic feet at the Federal Archives Center~~
were removed from the Center during the last 5 years, we have
accumulated from every component in the Agency a total of 66,000
cubic feet of inactive records. This, plus your Archives, Vital
Records, and Documents for Supplemental Distribution brings the
total volume up to 102,000 cubic feet. Our net volume increase
last year was 10,000 feet. Our inventory of your office files
last summer indicated 185,000 cubic feet of records in the Head-
quarters area. Your Components deposited these records in the
Center at the average rate of 73 cubic feet every working day of
the past fiscal year.

I urge that you give your personal
attention to this problem and lend your
support to a program in your Directorate
to help us work toward gaining some relief.

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made of the deposits on hand from each of your components. Unless
 your old deposits are reduced we soon will be unable to accept any
 more of your daily deposits.

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4. Attached is a machine listing showing every deposit credited to each component of your Directorate. Your personal attention to a serious and positive review of these holdings is essential. Our objective must be to immediately eliminate as many unnecessary, obsolete, and useless papers as possible without compromising the operational, legal, and historical requirements of the Agency. Secondly, we must tighten the disposition instructions authorized in the Records Control Schedule of each component.

5. Finally, the attached listing has three disposition indicators. Number 1 indicates records that are "Permanent" and must be stored forever. Number 2 are the "Temporary" records with a date of disposal established. Number 3 are records without a specific disposal date. Some Number 3's call for a review by someone at some date in the future. I am sure you appreciate the need for a positive review of items listed as Numbers 1 and 2 to insure their absolute accuracy and to eliminate in the Number 3's any semblance of procrastination and indecision. Your assistance on this problem will be appreciated.

6. Despite the pressing need, we must be careful not to indiscriminately destroy needed records. Consequently, the Office heads should be cautioned to take action in accordance with approved Records Control Schedules and should deal with the component Records Management Officer to arrange for Schedule revisions and to resolve disposal questions.

Robert L. Bannerman
Deputy Director
Support

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